




**U.S. Department of  
Transportation**  
Office of the Secretary  
of Transportation

400 Seventh St., S.W.  
Washington, D.C. 20590

November 22, 1999

MEMORANDUM TO: Chief Financial Officers

FROM: A. Thomas Park   
Director of Financial Management

SUBJECT: Policy on Use and Issuance of Individual  
Government Charge Card

Consistent with the Travel and Transportation Reform Act of 1998 (Pub. L.105-264) and GSA rules, DOT requires employees nation-wide to obtain and use *individual* travel charge cards for the payment of travel expenses. From a financial management perspective, charging travel expenses to the individual charge card instead of a centrally billed account avoids the onerous and expensive reconciliation process of matching bills to travelers. It automatically assigns the cost to a cost center for payment. The Department saves approximately \$80 per transaction when charging travel to the individual credit card.

DOT policy requires that individual Government travel cards be issued any employee who has traveled or could potentially travel within an 18 month period. Requests for exceptions to this policy must be forwarded to the Director of the Office of Financial Management with a recommendation from the operating administration's finance office.

Effective January 2000, CBAs may only be used under the following circumstances:

- Travelers who do not have a card
- Travelers with a card who are on TDY for an extended period of time (more than two billing cycles)
- Other unusual circumstances

In rare cases when unusual circumstances warrant that a traveler use a CBA, the traveler must provide written documentation explaining why they are unable to use the individually-issued card for each individual trip. This request must be approved by the individual's **second level** supervisor and the agency finance office. A copy of each exception should be forwarded to the Office of Financial Management.

On a related matter, World Travel Partners will no longer be issuing traveler checks at the Nassif and FAA locations effective January 1, 2000. Credit card cash advances (for those rare occasions when the card is not accepted) and the ability to buy traveler checks at banks and other sites when there is supervisory approval for that trip, have made the issuing of traveler checks at these sites unnecessary. We are working on alternate arrangements for those few employees that might have the need for traveler checks but do not have the travel charge card.

cc: Office of Financial Management